

INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 06 SEPTEMBER 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. TECHNICAL GROUP:

(1) INFO (INFO Applications). The NOMAD database established to replace the current INFO Single Transportation Allotment (STA) database has been completed. Reports

[Redacted]

*what system?*  
*AIM folder*

(2) [Redacted] has set up a folder in CONFER named OLNEWS. This folder will be utilized to disseminate general information concerning the Office of Logistics. [Redacted] has granted access to Office of Logistics personnel [Redacted] [Redacted] for testing. She plans to grant access to all Logistics personnel. A notice announcing this CONFER folder is being developed and will be distributed to all OL personnel in the near future. [Redacted]

*report when*

*NO! customers  
N+Q are for  
OL personnel*

B. PLANNING:

(1) In response to a memorandum from the Management Staff/DA, on 1 September 1988 IMSS requested that OL groups/divisions/staffs, C/B&FB/OL, and C/L&PLD/OGC complete a survey form and provide any other relevant information regarding "Current Special Use Space" and "1989-93 Special Use Space Requirements." Their replies are due in IMSS by noon, 7 September. IMSS will compile the statistics and prepare OL's response for the D/L's signature, which is due in the office of the C/MS/DA by COB, 8 September. [Redacted]

[Redacted]

S E C R E T

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(2) On 2 September 1988 IMSS forwarded to the Deputy Inspector General for Audit (via the DDA) a memorandum prepared for the D/L's signature in response to the Report of Audit of Real Estate and Construction Division, 1 July 1985 - 31 March 1988. The memorandum described action taken by OL on recommendations 1 and 2 of the audit report. [redacted]

25X1  
25X1

[redacted]

**C. RECORDS MANAGEMENT**

25X1

[redacted]

[redacted] agreed that CRED/CSG files should be incorporated into the DO records system and he will prepare a Memorandum of Understanding from C/IMS/DO to D/OL. In the meantime, CRED/CSG will begin converting their files to the DO system. [redacted]

25X1

25X1

25X1

[redacted]

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3. Significant Events Anticipated During the Coming Week:
4. Perspective of Staff Activity:

25X1